

| | | |
|---|--|--|
| Job No. 10 TEST NO. 1 Key-Driven Calculator Course | Name _____ Period _____ Date _____ | GSPM _____ No. of Errors _____ Rating _____ |
|---|--|--|

This test requires the application of operating principles in Jobs Nos. 1 to 9, inclusive. In completing the test:

1. Write the answer to each problem in the space provided.
2. Immediately do the problem a second time.
 - a. If the second answer is the same as the first, write it in the proper space at the edge of the page and proceed to the next problem.
 - b. If the second answer is different from the first, write the second answer directly below or to the right of the first answer and do the problem again. Write the answer that proves to be correct at the edge of the page and proceed to the next problem.
3. Complete this test as rapidly as possible. In the spaces below, record the information requested.

Time Started _____ Time Completed _____ Total Number of Minutes Required _____

No. of Strokes $450 \times 2 = 900 \div$ Minutes Required = GSPM _____

| (1) | (2) | (3) | (4) | (5) | Answers |
|-------|-------|-------|-------|-------|---------|
| .34 | .45 | 2.13 | 4.72 | 3.87 | 1 |
| 1.58 | 5.31 | .72 | 1.12 | 6.12 | 2 |
| .61 | 1.26 | .45 | 3.64 | 8.67 | 3 |
| .87 | 3.70 | 9.30 | 9.40 | 1.51 | 4 |
| 1.93 | .49 | .68 | 8.43 | 6.42 | 5 |
| .69 | 8.62 | 7.21 | 2.02 | 7.45 | |
| 3.82 | 1.53 | 5.14 | 6.36 | 6.02 | |
| 5.74 | 6.42 | 8.53 | 1.89 | 5.40 | |
| .47 | .31 | 3.42 | 5.98 | 1.29 | |
| 9.30 | .28 | .37 | 3.03 | 3.58 | |
| 4.65 | 4.93 | .89 | 6.32 | 9.68 | |
| 7.73 | .40 | .20 | 7.67 | 9.15 | |
| _____ | _____ | _____ | _____ | _____ | |
| _____ | _____ | _____ | _____ | _____ | |

Test No. 1

- (6) $1.9 \times 24 =$ _____ (11) $24 \times .67 =$ _____
 (7) $34 \times .45 =$ _____ (12) $4.2 \times 35 =$ _____
 (8) $4.3 \times 3.1 =$ _____ (13) $87 \times .46 =$ _____
 (9) $86 \times .78 =$ _____ (14) $4.7 \times .23 =$ _____
 (10) $7.3 \times 6.4 =$ _____ (15) $.5 \times 8 =$ _____

| (16) | (17) | (18) | (19) | (20) |
|--------------|--------------|---------------|---------------|--------------|
| 768 | 825 | 7.77 | 7.60 | 672 |
| <u>- 382</u> | <u>- 478</u> | <u>- 3.87</u> | <u>- 4.88</u> | <u>- 321</u> |
| _____ | _____ | _____ | _____ | _____ |

| (21) | (22) | (23) | (24) | (25) |
|--------------|--------------|--------------|--------------|--------------|
| 967 | 827 | 867 | 638 | 604 |
| <u>- 312</u> | <u>- 461</u> | <u>- 673</u> | <u>- 324</u> | <u>- 448</u> |
| _____ | _____ | _____ | _____ | _____ |

- (26) $576 \div 24 =$ _____
 (27) $896 \div 28 =$ _____
 (28) $832 \div 13 =$ _____
 (29) $864 \div 27 =$ _____
 (30) $720 \div 16 =$ _____

Answers

| |
|----|
| 6 |
| 7 |
| 8 |
| 9 |
| 10 |
| 11 |
| 12 |
| 13 |
| 14 |
| 15 |
| 16 |
| 17 |
| 18 |
| 19 |
| 20 |
| 21 |
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| 27 |
| 28 |
| 29 |
| 30 |

| | | |
|---|--|--|
| Job No. 20 TEST NO. 2 Key-Driven Calculator Course | Name _____ Period _____ Date _____ | GSPM _____ No. of Errors _____ Rating _____ |
|---|--|--|

This test requires the application of operating principles in Jobs Nos. 11 to 19, inclusive. In completing the test:

1. Write the answer to each problem in the space provided.
2. Immediately do the problem a second time.
 - a. If the second answer is the same as the first, write it in the proper space at the edge of the page and proceed to the next problem.
 - b. If the second answer is different from the first, write the second answer directly below or to the right of the first answer and do the problem again. Write the answer that proves to be correct at the edge of the page and proceed to the next problem.
3. Complete this test as rapidly as possible. In the spaces below, record the information requested.

Time Started _____ Time Completed _____ Total Number of Minutes Required _____

No. of Strokes $800 \times 2 = 1,600 \div \text{Minutes Required} = \text{GSFM}$ _____

| | | |
|--------------------------------|--------------------------------|----------------|
| | | Answers |
| (1) $835 \times 414 =$ _____ | (11) $6,886 \times 62 =$ _____ | 1 |
| (2) $467 \times 242 =$ _____ | (12) $4,652 \times 35 =$ _____ | 2 |
| (3) $146 \times 132 =$ _____ | (13) $7,821 \times 49 =$ _____ | 3 |
| (4) $513 \times 611 =$ _____ | (14) $2,397 \times 83 =$ _____ | 4 |
| (5) $689 \times 375 =$ _____ | (15) $2,453 \times 16 =$ _____ | 5 |
| (6) $8,668 \times 576 =$ _____ | (16) $1,387 \times 27 =$ _____ | 6 |
| (7) $5,445 \times 538 =$ _____ | (17) $2,497 \times 64 =$ _____ | 7 |
| (8) $7,546 \times 24 =$ _____ | (18) $1,254 \times 18 =$ _____ | 8 |
| (9) $3,178 \times 15 =$ _____ | (19) $2,376 \times 31 =$ _____ | 9 |
| (10) $5,269 \times 93 =$ _____ | (20) $2,496 \times 59 =$ _____ | 10 |
| | | 11 |
| | | 12 |
| | | 13 |
| | | 14 |
| | | 15 |
| | | 16 |
| | | 17 |
| | | 18 |
| | | 19 |
| | | 20 |

Test No. 2

| (21) | (22) | (23) | (24) | (25) |
|-------------------|-------------------|-------------------|-------------------|-------------------|
| 57.08 | 52.09 | 94.37 | 27.68 | 14.79 |
| 24.46 | 52.43 | 7.98 | 2.04 | 35.37 |
| 64.17 | 68.47 | 7.65 | 1.71 | 61.88 |
| 96.26 | 34.60 | 30.00 | 92.32 | 2.01 |
| 34.15 | 96.30 | 7.72 | 4.20 | 56.90 |
| 12.53 | 39.57 | 9.29 | 5.17 | 84.59 |
| 44.23 | 96.40 | 11.05 | 35.11 | 8.31 |
| 66.87 | 34.79 | 2.88 | 61.00 | 75.79 |
| 33.28 | 48.16 | 6.40 | 59.92 | 95.58 |
| 85.49 | 79.07 | 72.64 | 13.74 | 42.55 |
| 79.41 | 86.92 | 3.08 | 81.30 | 4.10 |
| 57.92 | 14.25 | 43.05 | 9.59 | 4.28 |
| <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> |

- (26) $364 \times 17 =$ _____ (31) $873 \times 90 =$ _____
 (27) $1,826 \times 83 =$ _____ (32) $735 \times 340 =$ _____
 (28) $7,163 \times 67 =$ _____ (33) $218 \times 7.01 =$ _____
 (29) $6,749 \times 45 =$ _____ (34) $306 \times 40 =$ _____
 (30) $3,858 \times 92 =$ _____ (35) $850 \times .03 =$ _____

- (36) $3.48 + 6.27 + 4.10 + 6.38 + 2.95 =$ _____
 (37) $1.21 + 2.36 + 3.40 + 4.77 + .83 =$ _____
 (38) $4.59 + .43 + 2.32 + 1.10 + 3.33 =$ _____
 (39) $3.50 + .98 + 3.45 + 5.09 + .83 =$ _____
 (40) $3.12 + 8.96 + 6.19 + 3.50 + 6.04 =$ _____

| (41) | (42) | (43) | (44) | (45) |
|-------------------|-------------------|-------------------|-------------------|-------------------|
| 301 | 726 | 617 | 987 | 752 |
| - 191 | - 397 | - 250 | - 931 | - 19 |
| <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> |

- (46) $483 \div 34 =$ _____
 (47) $7.78 \div 6.1 =$ _____
 (48) $42.7 \div 5.6 =$ _____
 (49) $467 \div 94 =$ _____
 (50) $753 \div 40 =$ _____

Answers

| | |
|----|--|
| 21 | |
| 22 | |
| 23 | |
| 24 | |
| 25 | |
| 26 | |
| 27 | |
| 28 | |
| 29 | |
| 30 | |
| 31 | |
| 32 | |
| 33 | |
| 34 | |
| 35 | |
| 36 | |
| 37 | |
| 38 | |
| 39 | |
| 40 | |
| 41 | |
| 42 | |
| 43 | |
| 44 | |
| 45 | |
| 46 | |
| 47 | |
| 48 | |
| 49 | |
| 50 | |

| | | |
|---|---------------------------------------|----------------------------|
| Job No. 30 TEST NO. 3 Key-Driven Calculator Course | Name _____ | GSPM _____ |
| | Period _____ Date _____ | No. of Errors _____ |
| | | Rating _____ |

This test requires the application of operating principles in Jobs Nos. 21 to 29, inclusive. In completing the test:

1. Write the answer to each problem in the space provided.
2. Immediately do the problem a second time.
 - a. If the second answer is the same as the first, write it in the proper space at the edge of the page and proceed to the next problem.
 - b. If the second answer is different from the first, write the second answer directly below or to the right of the first answer and do the problem again. Write the answer that proves to be correct at the edge of the page and proceed to the next problem.
3. Complete this test as rapidly as possible. In the spaces below, record the information requested.

Time Started _____ Time Completed _____ Total Number of Minutes Required _____

No. of Strokes $850 \times 2 = 1,700 \div$ Minutes Required = GSPM _____

(1) $8 \frac{1}{2} \times 49 =$ _____

(2) $6 \frac{1}{4} \times 38 =$ _____

(3) $72 \times 3 \frac{1}{8} =$ _____

(4) $38 \times \frac{5}{6} =$ _____

(5) $29 \times \frac{5}{8} =$ _____

Accumulate the products:

Accumulate the products over a fixed decimal point: (Round answer to two decimal places.)

(6)

24×34

57×35

168×23

(7)

41.2×6

60.18×9

9.525×5

Answers

| | |
|----|--|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |

Accumulate the products over a fixed decimal point; multiply from left to right: (Round answers to two decimal places.)

(8)

31.02×7

$.342 \times 38$

8.79×12

$.65 \times 139$

(9)

23.41×27

$213 \times .13$

3.25×3.8

$.85 \times 7.9$

(10)

$4.50 \times 3 \frac{1}{2}$

$3.56 \times 3 \frac{1}{5}$

4.67×4

$3.05 \times 4 \frac{1}{2}$

Test No. 3

| (11) | (12) | (13) | (14) | (15) | Answers |
|-------------------|-------------------|-------------------|-------------------|-------------------|---------|
| 667.35 | 975.42 | 7.25 | 498.36 | 912.24 | 11 |
| .24 | .35 | 788.32 | 813.44 | 833.60 | 12 |
| .93 | 899.61 | 2.13 | 78.32 | 65.59 | 13 |
| 526.31 | .24 | 556.45 | 925.42 | 434.50 | 14 |
| 271.24 | 98.57 | 819.34 | 583.62 | 73.34 | 15 |
| .38 | 255.13 | 43.29 | 72.64 | 466.22 | 16 |
| 579.52 | 3.28 | 6.21 | 648.32 | 633.40 | 17 |
| .37 | .50 | 321.23 | 353.36 | 73.24 | 18 |
| 823.04 | 49.37 | 6.85 | 560.13 | 334.50 | 19 |
| .35 | 636.20 | 5.47 | 85.24 | 573.22 | 20 |
| 9.71 | .43 | 233.49 | 90.11 | 22.60 | 21 |
| 981.29 | .12 | 67.20 | 73.22 | 44.50 | 22 |
| <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> | 23 |
| <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> | 24 |
| <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> | 25 |

(16) 567 at \$.45 per C = _____

(17) 2,300 at \$.68 per M = _____

(18) 678 at \$1.20 per C = _____

(19) 6,200 lbs. at \$.78 per CWT. = _____

(20) 4,300 lbs. at \$.68 per CWT. = _____

(21) $348 \times 12 \times 31 =$ _____

(22) $32 \times 48 \times 127 =$ _____

(23) $165 \times 9 \times 205 =$ _____

(24) $3 \times 3 \times 8 =$ _____

(25) $45 \times 6 \times 24 =$ _____

Test No. 3

| | | | | |
|---|-----------------------|------------------------|--------------------------------|--|
| KERR DISTRIBUTING COMPANY 2369 Terrace Park Detroit 19, Michigan | | | INVOICE 35483 | |
| Cust. Order No. 3826 | Salesman D. Graham | Our Order No. 25918 | Date 7/18/— | |
| Sold To Galbraith Supply Company | | | Ship To Same | |
| 4336 Avenue A | | | | |
| Cedar Falls, Iowa | | | | |
| Ship Via Parcel Post | | F.O.B. | Terms 2/10, n/30 | |

| Quantity | Description | Unit | Unit Price | Amount |
|----------|----------------|------|------------|--------|
| 8 doz. | #368 Envelopes | doz. | .16 | (26) |
| 3 doz. | #358 Pencils | doz. | .42 | (27) |
| 5 doz. | #433 Pen sets | doz. | 2.73 | (28) |
| Total | | | | (29) |

Answers

| | |
|----|--|
| 26 | |
| 27 | |
| 28 | |
| 29 | |
| 30 | |
| 31 | |
| 32 | |
| 33 | |

| | | | |
|--|--|---|--|
| I N V O I C E Western Hills Woolen Mfg. Co. New York City | | | |
| [Robert Wade 137 York Avenue New York 27, New York] | | No. 129 Date July 18, 19— Ship via Truck Terms Net | |

| Quantity | Description | Price | Amount |
|----------|-------------------|------------|--------|
| 3½ doz. | # 627 Mitten Sets | 12.88 doz. | (30) |
| 3½ doz. | #1233 Knit Gloves | 12.84 doz. | (31) |
| 2 doz. | # 347 Scarfs | 13.86 doz. | (32) |
| Total | | | (33) |

Test No. 3

| | | | | | |
|-----------------------------------|-------------------------|-------------------------|-----------------|----------------|--------|
| GERHARDT WHOLESALE COMPANY | | | | INVOICE | |
| 8000 Monroe Blvd. | | | | 174831 | |
| Augusta 6, Georgia | | | | | |
| Cust. Order No. C-7387 | Salesman L. T. Hayes | Our Order No. 4983 | Date 7/18/— | | |
| Sold To T. J. Sangler Company | | | Ship To Same | | |
| 3413 38 Street | | | | | |
| Wheeling, West Virginia | | | | | |
| Ship Via Express | | F.O.B. | Terms Net | | |
| Pieces | Yardage | Description | Unit | Unit Price | Amount |
| 7 | 35 $\frac{1}{4}$ | A124 Celanese Red | yd. | 49 | (34) |
| 5 | 13 | A247 Novelty Wool Brown | yd. | 1 63 | (35) |
| 3 | 25 $\frac{1}{4}$ | D1 Satin Black | yd. | 1 84 | (36) |
| | | Total | | | (37) |

Answers

| | |
|----|--|
| 34 | |
| 35 | |
| 36 | |
| 37 | |
| 38 | |
| 39 | |
| 40 | |

| | | | | | |
|-------------------------------------|--------------------------|-----------------------|-----------------|----------------|--|
| DANIELS DISTRIBUTING COMPANY | | | | INVOICE | |
| 1369 River Drive | | | | 64931 | |
| Milwaukee, Wisconsin | | | | | |
| Cust. Order No. 13849 | Salesman J. Henderson | Our Order No. 3491 | Date 7/18/— | | |
| Sold To R. C. Taylor Company | | | Ship To Same | | |
| 30 Sixth Avenue | | | | | |
| Albuquerque, New Mexico | | | | | |
| Ship Via Freight | | F.O.B. | Terms Net | | |
| Quantity | Description | Unit | Unit Price | Amount | |
| 750 | Statements w/carbon | C | 7.22 | (38) | |
| 2,500 | Printed forms | M | 12.14 | (39) | |
| | | Total | | (40) | |

| | | |
|---|---------------------------------------|----------------------------|
| Job No. 40 TEST NO. 4 Key-Driven Calculator Course | Name _____ | GSPM _____ |
| | Period _____ Date _____ | No. of Errors _____ |
| | | Rating _____ |

This test requires the application of operating principles in Jobs Nos. 31 to 39, inclusive. In completing the test:

1. Write the answer to each problem in the space provided.
2. Immediately do the problem a second time.
 - a. If the second answer is the same as the first, write it in the proper space at the edge of the page and proceed to the next problem.
 - b. If the second answer is different from the first, write the second answer directly below or to the right of the first answer and do the problem again. Write the answer that proves to be correct at the edge of the page and proceed to the next problem.
3. Complete this test as rapidly as possible. In the spaces below, record the information requested.

Time Started _____ Time Completed _____ Total Number of Minutes Required _____

No. of Strokes, 8- and 9-Col. Calc's., $1,100 \times 2 = 2,200 \div$ Minutes Required = GSPM _____

No. of Strokes, 5-Col. Calc., $950 \times 2 = 1,900 \div$ Minutes Required = GSPM _____

Multiply from left to right:

8- and 9-Column Calculators (Record digits in first seven dials from left, rounding if necessary.)

$$\begin{array}{llll}
 (1a) & 79.1 & \times & 1.2342223 = \underline{\hspace{2cm}} \\
 (2a) & 234.1 & \times & 85.233442 = \underline{\hspace{2cm}} \\
 (3a) & 65.3 & \times & 76.718342 = \underline{\hspace{2cm}} \\
 (4a) & 715.8 & \times & 90.7168312 = \underline{\hspace{2cm}} \\
 (5a) & 764.9 & \times & 2.64760471 = \underline{\hspace{2cm}}
 \end{array}$$

5-Column Calculators (Record digits in first five dials from left, rounding if necessary.)

$$\begin{array}{llll}
 (1b) & 457 & \times & 2.3432 = \underline{\hspace{2cm}} \\
 (2b) & 28.5 & \times & .13523 = \underline{\hspace{2cm}} \\
 (3b) & 94.5 & \times & 8.6211 = \underline{\hspace{2cm}} \\
 (4b) & 91.9 & \times & 1.0482 = \underline{\hspace{2cm}} \\
 (5b) & 4.08 & \times & 8.2531 = \underline{\hspace{2cm}}
 \end{array}$$

Answers

| | |
|-----|--|
| 1a | |
| 1b | |
| 2a | |
| 2b | |
| 3a | |
| 3b | |
| 4a | |
| 4b | |
| 5a | |
| 5b | |
| 6a | |
| 6b | |
| 7a | |
| 7b | |
| 8a | |
| 8b | |
| 9a | |
| 9b | |
| 10a | |
| 10b | |

Split the following amounts so that the figures are easily held:

8- and 9-Column Calculators (Round answer to two decimal places.)

$$\begin{array}{llll}
 (6a) & 7,146.77 & \times & .32151 = \underline{\hspace{2cm}} \\
 (7a) & 789.844 & \times & .33546 = \underline{\hspace{2cm}} \\
 (8a) & 56.992 & \times & .24345 = \underline{\hspace{2cm}} \\
 (9a) & 105.408 & \times & .97867 = \underline{\hspace{2cm}} \\
 (10a) & 72.238 & \times & .80304 = \underline{\hspace{2cm}}
 \end{array}$$

5-Column Calculators (Round answer to two decimal places.)

$$\begin{array}{llll}
 (6b) & 24.763 & \times & 7.2 = \underline{\hspace{2cm}} \\
 (7b) & 19.037 & \times & 21. = \underline{\hspace{2cm}} \\
 (8b) & 22.684 & \times & .16 = \underline{\hspace{2cm}} \\
 (9b) & 3,853.9 & \times & 3.1 = \underline{\hspace{2cm}} \\
 (10b) & 906.28 & \times & 39. = \underline{\hspace{2cm}}
 \end{array}$$

Test No. 4

(11) $32\frac{1}{2}\%$ of \$ 42.37 = _____

(12) 28 % of 370.00 = _____

(13) $56\frac{3}{4}\%$ of 9.81 = _____

(14) 48 % of 74.73 = _____

(15) $35\frac{1}{4}\%$ of 653.70 = _____

Answers

| | |
|----|--|
| 11 | |
| 12 | |
| 13 | |
| 14 | |
| 15 | |
| 16 | |
| 17 | |
| 18 | |
| 19 | |
| 20 | |
| 21 | |
| 22 | |
| 23 | |
| 24 | |
| 25 | |
| 26 | |
| 27 | |
| 28 | |
| 29 | |
| 30 | |

SALES

| | Last Week | This Week | Amount of Inc. or Dec. | % of Inc. or Dec. |
|----------|--------------|--------------|---------------------------|----------------------|
| (16) | \$ 914 | \$1,031 | _____ | _____ |
| (17) | 1,483 | 1,842 | _____ | _____ |
| (18) | 1,819 | 2,381 | _____ | _____ |
| (19) | 71 | 57 | _____ | _____ |
| (20) | 779 | 548 | _____ | _____ |
| | | | | |
| (21) | (22) | (23) | (24) | (25) |
| 9,235.45 | 9,213.55 | 1,244.23 | 9,438.55 | 1,893.43 |
| 357.14 | 8,231.56 | 3,138.25 | 8,592.21 | 2,659.53 |
| 7,386.19 | 432.47 | 4,428.53 | 7,373.42 | 3,018.46 |
| 342.36 | 8,314.65 | 3,658.54 | 4,596.44 | 7,901.35 |
| 8,256.46 | 142.34 | 2,135.41 | 8,398.15 | 5,946.08 |
| 3,125.20 | 4,362.36 | 3,441.51 | 6,231.33 | 5,122.53 |
| 358.35 | 1,433.01 | 7,293.13 | 4,207.54 | 3,004.89 |
| 7,445.46 | 2,536.56 | 9,492.35 | 1,176.65 | 7,459.60 |
| 352.47 | 8,268.87 | 9,252.45 | 6,221.18 | 1,829.27 |
| 6,313.54 | 9,946.28 | 5,751.17 | 4,792.36 | 9,026.19 |
| 8,245.37 | 2,292.72 | 2,453.36 | 1,231.26 | 6,232.40 |
| 345.95 | 4,111.25 | 5,255.57 | 8,374.30 | 8,051.71 |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Net Amount

(26) Gross amount \$8.73 less 15 — 3% = _____

(27) Gross amount 3.98 less 15 — 5% = _____

(28) Gross amount 9.42 less 32 — 5% = _____

(29) Gross amount 8.65 less 27 — 9% = _____

(30) Gross amount 6.09 less 38 — 4% = _____

| | | |
|---|---------------------------------------|----------------------------|
| Job No. 50 TEST NO. 5 Key-Driven Calculator Course | Name _____ | GSPM _____ |
| | Period _____ Date _____ | No. of Errors _____ |
| | | Rating _____ |

This test requires the application of operating principles in Jobs Nos. 41 to 49, inclusive. In completing the test:

1. Write the answer to each problem in the space provided.
2. Immediately do the problem a second time.
 - a. If the second answer is the same as the first, write it in the proper space at the edge of the page and proceed to the next problem.
 - b. If the second answer is different from the first, write the second answer directly below or to the right of the first answer and do the problem again. Write the answer that proves to be correct at the edge of the page and proceed to the next problem.
3. Complete this test as rapidly as possible. In the spaces below, record the information requested.

Time Started _____ Time Completed _____ Total Number of Minutes Required _____

No. of Strokes $700 \times 2 = 1,400 \div$ Minutes Required = GSPM _____

| (1) | (2) | (3) | (4) | (5) | | Answers |
|-----------|-----------|-----------|----------|-----------|----|---------|
| 2,351.44 | 3,792.56 | 96,370.25 | 5,751.17 | 37,540.56 | 1 | |
| 24.26 | 24,603.13 | 86,825.13 | 2,453.36 | 88,668.82 | 2 | |
| 54.47 | 350.14 | 68,618.34 | 5,255.57 | 23,657.74 | 3 | |
| 32,123.48 | 2,534.01 | 32,352.44 | 4,362.36 | 63,814.44 | 4 | |
| 18.76 | 84.64 | 22,242.47 | 1,433.01 | 21,423.34 | 5 | |
| 308.53 | 3,146.25 | 67,856.63 | 2,536.56 | 32,542.13 | 6 | |
| 4,390.83 | 543.05 | 26,642.66 | 8,268.87 | 62,451.24 | 7 | |
| 46.16 | 361.24 | 82,954.52 | 9,946.28 | 27,264.32 | 8 | |
| 3,543.73 | 5,314.55 | 44,689.85 | 2,292.72 | 21,831.31 | 9 | |
| 12,222.65 | 420.53 | 78,252.37 | 4,111.25 | 53,513.13 | 10 | |
| _____ | _____ | _____ | _____ | _____ | 11 | |
| | | | | | 12 | |
| (6) | (7) | (8) | (9) | (10) | 13 | |
| 17 | 28 | 85 | 189 | 427 | 14 | |
| -29 | -77 | -438 | -928 | -691 | 15 | |
| _____ | _____ | _____ | _____ | _____ | | |

- (11) $944 \div 546 =$ _____
- (12) $408 \div 58 =$ _____
- (13) $966 \div 23 =$ _____
- (14) $924 \div 42 =$ _____
- (15) $572 \div 61 =$ _____

Test No. 5

| I N V E N T O R Y | | | | | No. 67 | |
|----------------------|----------|----------------|--------------|-----------|------------|--|
| | | | | | Date | |
| No. 67 | | | | | 3/1/— | |
| Department Chinaware | | | | | Dept. | |
| Date March 1, 19— | | | | | Chinaware | |
| Taken by R. Schoen | | | | | Checked by | |
| Priced by T. Good | | | | | | |
| Figured by | | | | | | |
| Stock No. | Quantity | Description | Price (each) | Extension | | |
| A-46 | 285 | Cups | .08 | (16) | | |
| B-46 | 120 | Saucers | .06 | (17) | | |
| C-46 | 192 | Dinner Plates | .09½ | (18) | | |
| A-46 | 164 | Bowls | .14 | (19) | | |
| B-47 | 236 | Demi. Cups | .18 | (20) | | |
| C-47 | 139 | Demi. Saucers | .14 | (21) | | |
| A-47 | 67 | Dessert Plates | .07 | (22) | | |
| B-47 | 78 | Cups | .06½ | (23) | | |
| C-47 | 18 | Platters | .54 | (24) | | |
| A-47 | 174 | Soup Plates | .12½ | (25) | | |
| B-47 | 245 | Plates | .04 | (26) | | |
| | | | TOTAL | (27) | | |

Answers

| | |
|----|--|
| 16 | |
| 17 | |
| 18 | |
| 19 | |
| 20 | |
| 21 | |
| 22 | |
| 23 | |
| 24 | |
| 25 | |
| 26 | |
| 27 | |

Find the balance of the following ledger account:

| | | | | | | | | | | | |
|-------------------------|--|--|--|--|--|--------------------|--|--|--|--|--|
| Name Caulker, J. B. | | | | | | Terms 3%-10 days | | | | | |
| Address 627 Paxton Ave. | | | | | | Credit Limit \$675 | | | | | |
| Tucson 12, Arizona | | | | | | | | | | | |

| Date | | | Charge | Balance | Date | | | Credit |
|------|----|-------|--------|---------|------|----|----------|--------|
| 19— | | | | | 19— | | | |
| Feb. | 3 | #1245 | 134 00 | | Feb. | 16 | Cash #48 | 90 00 |
| | 11 | #1843 | 184 00 | | | 16 | Ret. #12 | 34 00 |
| | 15 | #1926 | 58 00 | | | 20 | Cash #49 | 187 00 |
| | 17 | #2145 | 50 00 | | | | | |
| | 18 | #2256 | 32 00 | | | | | |

(28)

(29)

(30)

Answers

| | | |
|---|--|--|
| Job No. 60 TEST NO. 6 Key-Driven Calculator Course | Name _____ Period _____ Date _____ | GSPM _____ No. of Errors _____ Rating _____ |
|---|--|--|

This test requires the application of operating principles in Jobs Nos. 51 to 59, inclusive. In completing the test:

1. Write the answer to each problem in the space provided.
2. Immediately do the problem a second time.
 - a. If the second answer is the same as the first, write it in the proper space at the edge of the page and proceed to the next problem.
 - b. If the second answer is different from the first, write the second answer directly below or to the right of the first answer and do the problem again. Write the answer that proves to be correct at the edge of the page and proceed to the next problem.
3. Complete this test as rapidly as possible. In the spaces below, record the information requested.

Time Started _____ Time Completed _____ Total Number of Minutes Required _____
 No. of Strokes $2,600 \times 2 = 5,200 \div$ Minutes Required = GSPM _____

Distribute overhead of \$983 to each department on the basis of sales.

| Department | Sales | Amount Charged Each Dept. |
|------------|-----------|---------------------------|
| A | \$641 | (3) _____ |
| B | 389 | (4) _____ |
| C | 728 | (5) _____ |
| D | 400 | (6) _____ |
| E | 981 | (7) _____ |
| F | 872 | (8) _____ |
| Total | (1) _____ | (9) _____ |

(2) Prorating factor: \$ _____ (Overhead per sales dollar; round to six decimal places.)

Reconciliation of Bank Account December 31, 19—

| | |
|---------------------------------|-----------------------------|
| Check Balance..... \$630.43 | Bank Balance..... \$241.56 |
| Additions: | Additions: |
| Error in | Deposit Dec. 31..... 687.21 |
| Check #893 \$ 99.99 | |
| Note collected 100.00 _____(10) | _____ (14) |
| Deductions: _____(11) | Deductions: |
| Service | Outstanding checks: |
| charge..... \$ 4.50 | #901..... \$ 4.90 |
| Error in | 904..... 86.10 |
| Check #776 10.00 _____(12) | 911..... 21.85 _____(15) |
| Adjusted Checkbook | Adjusted Bank |
| Balance..... \$ _____(13) | Balance..... \$ _____(16) |

Answers

| | |
|----|-------|
| 1 | _____ |
| 2 | _____ |
| 3 | _____ |
| 4 | _____ |
| 5 | _____ |
| 6 | _____ |
| 7 | _____ |
| 8 | _____ |
| 9 | _____ |
| 10 | _____ |
| 11 | _____ |
| 12 | _____ |
| 13 | _____ |
| 14 | _____ |
| 15 | _____ |
| 16 | _____ |

Test No. 6

- (17) 2,715 pieces @ \$1.19 per M = _____
- (18) 6 1/2 days @ \$23.75 per day = _____
- (19) 40 hours @ \$2.50 + 4 hours overtime @ \$3.75 = _____
- (20) 316 pieces @ \$.14 1/4 each = _____
- (21) 5 1/2 days @ \$16.75 per day = _____

Answers

| (22) | (23) | (24) | (25) |
|-------------------|-----------------|-----------------|-----------------|
| 8,093.86 | 6,923.24 | 2,857.21 | 6,106.12 |
| 714,721.31 | 559,352.35 | 101,313.41 | 848,898.22 |
| 9,352.34 | 6,344.34 | 7,598.06 | 2,974.35 |
| 806,642.57 | 4,687.25 | 35,864.36 | 9,877.33 |
| 4,737.45 | 1,795.45 | 5,487.42 | 53,731.43 |
| 1,163.34 | 9,974.15 | 7,719.06 | 4,926.25 |
| 7,154.44 | 852,307.51 | 9,267.46 | 833,256.31 |
| 574,588.55 | 7,467.45 | 106,281.89 | 9,169.43 |
| 1,652.21 | 693,416.53 | 3,682.65 | 7,978.59 |
| <u>796,533.42</u> | <u>4,153.46</u> | <u>2,273.01</u> | <u>2,137.37</u> |
| _____ | _____ | _____ | _____ |

| Table of Chain Discount Net Equivalentents | | | | | |
|--|------|------|------|------|------|
| % | 12½ | 20 | 25 | 30 | 40 |
| 10 | (26) | (27) | (28) | (29) | (30) |
| 10-15 | (31) | (32) | (33) | (34) | (35) |
| 12½-5 | (36) | (37) | (38) | (39) | (40) |
| 15-2½ | (41) | (42) | (43) | (44) | (45) |
| 20-5 | (46) | (47) | (48) | (49) | (50) |

Test No. 6

| ACCOUNT SALES REPORT | | | | | | | | |
|----------------------|-----------|----------|-------------|------------|--------|------------------------------------|-------|--------------|
| Product No. | Sales | | | CHARGES | | | | Net Proceeds |
| | Quantity | Price | Gross Sales | Commission | | Transportation, Packaging, Storage | Total | |
| | | | | Rate % | Amount | | | |
| 1 | 2,110 bu. | .72 bu. | | 2 | | 72.60 | | |
| 2 | 423 lb. | .61 lb. | | 3 | | 97.23 | | |
| 3 | 390 lb. | .23 lb. | | 3½ | | 78.91 | | |
| 4 | 1,328 lb. | .31 lb. | | 3 | | 50.01 | | |
| 5 | 258 doz. | .36 doz. | | 3½ | | 53.87 | | |
| 6 | 687 doz. | .38 doz. | | 2 | | 21.32 | | |
| 7 | 256 lb. | .47 lb. | | 3 | | 54.79 | | |
| 8 | 700 doz. | .36 doz. | | 2 | | 81.19 | | |
| 9 | 779 lb. | .42 lb. | | 2½ | | 50.62 | | |
| 10 | 94 bu. | .73 bu. | | 2 | | 22.21 | | |
| 11 | 54 lb. | .55 lb. | | 3½ | | 15.24 | | |
| 12 | 259 lb. | .56 lb. | | 2½ | | 94.29 | | |
| 13 | 654 doz. | .47 doz. | | 2 | | 89.70 | | |
| 14 | 404 lb. | .60 lb. | | 3½ | | 40.81 | | |
| | | | | | | | | |

Answers

51

52

53

54

55

56

57

58

59

60

61

62

63

64

(65)

(66)

(67)

(68)

(69)

| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|

Test No. 6

DAILY COMMISSION REPORT

Month May, 19--

Name B. Gage

Time Clock No. 41

| Date | Gross Sales | | | Returns | | |
|--------|-------------|---------|---------|---------|---------|---------|
| | Dept. A | Dept. B | Dept. C | Dept. A | Dept. B | Dept. C |
| 1 | 403.20 | | | | | |
| 2 | 110.64 | | | 84.55 | | |
| 3 | 94.53 | | | | | |
| 4 | | | | | | |
| 5 | | 352.00 | | | | |
| 6 | | 305.93 | | | | |
| 7 | | 29.00 | | | | |
| 8 | | 484.11 | | | 58.00 | |
| 9 | | 59.29 | | | | |
| 10 | | 644.95 | | | | |
| 11 | | | | | | |
| 12 | | 214.44 | | | | |
| 13 | | | | | 40.01 | |
| 14 | | 76.21 | | | | |
| 15 | | 518.54 | | | | |
| 16 | | 108.10 | | | | |
| 17 | | 369.22 | | | | |
| 18 | | | | | | |
| 19 | | 319.21 | 74.18 | | | |
| 20 | | 226.60 | 108.91 | | | |
| 21 | | 610.28 | 22.83 | | 26.15 | |
| 22 | | 40.85 | 60.13 | | | |
| 23 | | 97.47 | 55.62 | | 99.82 | 27.80 |
| 24 | | 476.88 | 39.01 | | | |
| 25 | | | | | | |
| 26 | 950.21 | | | | | |
| 27 | 84.88 | | | | | |
| 28 | 248.15 | | | | | |
| 29 | 401.19 | | | | 26.71 | |
| 30 | 55.48 | | | | | |
| 31 | 19.83 | | | 22.90 | | |
| Totals | (70) | (71) | (72) | (73) | (74) | (75) |

Answers

| | |
|----|--|
| 70 | |
| 71 | |
| 72 | |
| 73 | |
| 74 | |
| 75 | |